



<b>Job Title:</b>	Corporate Services Assistant
<b>Grade (SCP):</b>	LC1.1 (SCP 5 to 6)
<b>Hours</b>	20 hours per week
<b>Responsible To:</b>	Head of Corporate Services
<b>Last Reviewed:</b>	20 September 2022

<b>Job Purpose</b>
To provide support to the Head of Corporate Services in the delivery of the Council's finance, human resources, information technology, procurement/contracts functions and cover the Town Hall reception as and when required.

<b>Principal Duties &amp; Responsibilities:</b>
To assist the Head of Corporate Services in the input or extraction of accurate financial data.
To assist the Head of Corporate Services in maintaining the Councils staffing files, ensuring private, sensitive, and confidential information is protected.
To assist the Head of Corporate Services in delivering a programme of support for staff (such as training, mental health, and physical health initiatives).
To undertake the administration of the Disclosure and Barring Service (DBS) checks.
To assist the Head of Corporate Services in the administration of the Information Technology (IT) contract.
To assist the Head of Corporate Services in maintaining the Procurement register and ensure documents related to each individual case have been completed and filed correctly.
To assist the Head of Corporate Services in maintaining the Contracts register and ensure that contracts coming close to renewal have been highlighted to the Head of Corporate Services.
To assist the Head of Corporate Services when they are undertaking a contract tender on behalf of the Council.
To undertake Corporate Services support and administration tasks as directed from time to time by the Head of Corporate Services, including covering the Town Hall reception desk.

<b>Further:</b>
The post holder is required to adhere to the Councils health and safety, data protection and equalities policies. The list of duties is not to be regarded as an exhaustive list and you should be aware of the need for absolute flexibility in the interest of the Councils customers.

<b>Personal Specification:</b>
<u>Knowledge</u> <ul style="list-style-type: none"><li>• Administrative procedures and processes</li><li>• Customer service concepts</li></ul>
<u>Experience</u> <ul style="list-style-type: none"><li>• Undertaking administrative tasks</li><li>• Maintaining databases and registers</li></ul>

- Working in a customer service-based environment
- Using Microsoft Office suite of products in a business environment

### Skills

- Ability to multi-task
- Ability to problem solve
- Ability to be clear and concise, both verbally and writing
- Ability to pay attention to detail
- Ability to manage your time and prioritise work
- Ability to present a professional and friendly demeanor